



**Los Angeles Community College District**  
**District-wide Governance Committee**  
**Self Evaluation Form**



**Committee Name: Technology Planning and Policy Committee (TPPC)**

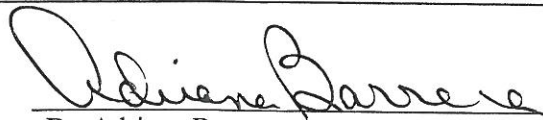
**For Academic Year: 2011-2012**

**Date of Self Evaluation: July 19, 2012**

Month	Meeting Date(s)	# of Members Attending	Agendas posted in advance?		Minutes posted?		Please List the Major Issues/Tasks Addressed at Each Meeting
			Yes	No	Yes	No	
September	9/15/11		x		X		<ol style="list-style-type: none"> <li>1. Went over Measure J update</li> <li>2. Discussed a district policy on use of PDA's</li> <li>3. Discussed status of eTrans</li> </ol>
October	10/20/11	15	x		X		<ol style="list-style-type: none"> <li>1. Discussed creation of smart classroom taskforce and the town hall meeting where faculty from all the colleges were invited to have input into the standard.</li> <li>2. Decided to see if the bond funds can include one-time training for new audio/video equipment.</li> <li>3. Will have a student/adjunct email contract on the next board agenda.</li> <li>4. Every campus has become part of the master agreement with Adobe</li> <li>5. It was asked about changing the password every few months. District has recommendations from their auditors and they recommended every 90 days the password changes. Discussed single logon we will still need to change every 90 days.</li> </ol>
November	11/17/11	10	x			X	<ol style="list-style-type: none"> <li>1. Discussion of Smart Classroom Standard</li> <li>2. Update on Student Information System (SIS) bid protest</li> <li>3. Discussion on password protection of personal devices</li> </ol>
January	1/19/12	14	x		X		<ol style="list-style-type: none"> <li>1. Discussion about compliance with Americans with Disabilities Act of district websites as well as college websites. Will look into some programs which may help us determine if we are in compliance.</li> <li>2. Discussion regarding taskforce starting to create implementation plan – will happen on Feb. 16<sup>th</sup>, right before next TPPC meeting</li> <li>3. Learned about new master agreements that the district has approved</li> <li>4. Two large projects starting next week: student email system and identity management</li> <li>5. Job description has been created for the SIS Lead Administrator – will be posted in next couple of weeks</li> </ol>
February	2/16/12		x		X		<ol style="list-style-type: none"> <li>1. Discussion of searchable database and time frame for which it will be usable</li> <li>2. Student enrollment for verification for library – this issue was brought up because students must be verified as current students in order to access library databases or else we can get fined</li> </ol>
March	3/15/12	14	x		X		<ol style="list-style-type: none"> <li>1. A motion was moved and seconded that TPPC believes that the ConnectLACCD fiber optic project is critical to implementation of LACCD technology strategic plan and should be taken off the bond program moratorium</li> <li>2. Discussed that in LACCD, there are two Learning Management Systems (LMS's) and both will need to be integrated with the new SIS</li> <li>3. Update about student emails that will be started in the summer</li> </ol>

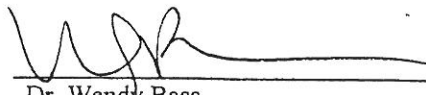
May	5/17/12	17	x		X	<ol style="list-style-type: none"> <li>1. Joint meeting with District Technology Committee (DTC)</li> <li>2. Discussed Implementation Task Force (ITF) findings and moving some priorities around. Will schedule another meeting for early summer</li> <li>3. DTC presented issues on which they are working</li> <li>4. Created a task force to work on the out-of-state student and faculty state-to-state agreement</li> </ol>
June	6/21/12	10	x			<ol style="list-style-type: none"> <li>1. SIS presentation will happen at next board meeting and all who participated in the selection of the new SIS system will be invited to the July 11<sup>th</sup> board meeting.</li> <li>2. Discussed policy regarding student email system, that when students have missed two terms, their email will be terminated. They will get advanced notice regarding the termination of their email.</li> <li>3. Questions arose with regards to out-of-state student authentication – how do we know which students are out-of-state? Discussed the new rules from the Accrediting Commission on Community and Junior Colleges and how they will impact employment because of out-of-state Distance Education instructors.</li> </ol>
<b>Average Attendance</b>						
<b>Major Committee Accomplishments &amp; Achievements in Past Year</b>		<p>Progress ITF has made in creating priority list for technology projects  Joint meeting with DTC and TPPC – and will now occur twice a year  Oversight of web search engine for online courses  Adoption of the Enterprise Adobe License  Direct input into student email system  Involvement of TPPC members in the SIS selection and evaluation process  Motion supporting fiber optic project (ConnectLACCD)</p>				
<b>Major Obstacles/Problems with Committee Function</b>		<p>Attendance  Lack of support personnel for the committee  Lack of clarity on membership</p>				
<b>Recommendations for Improving Committee Process/Efficiency</b>		<p>Getting help with members to take minutes on a rotating basis.  Having members prioritize that this is a meeting they should attend  Ensure that agendas and minutes are posted on the LACCD website</p>				
<b>Committee Goals (If Appropriate) for Coming Year</b>		<p>Have the Implementation Plan communicated to all the colleges, receive feedback and bring to the board for approval.  Work to get fiber optic project off moratorium  Develop the LMS standard in collaboration with District DE Coordinators  Continue involvement in SIS implementation and its communications plan</p>				

Chair/Co-Chair Signature:

  
Dr. Adriana Barrera

Chair/Co-Chair Name:

Chair/Co-Chair Signature:

  
Dr. Wendy Bass

Chair/Co-Chair Name: